

# Comparisons of Job Characteristics

**Focus Occupation:** [Legal Secretaries \(43-6012\)](#)

**Associated Occupation:** [Paralegals and Legal Assistants \(23-2011\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 95

**Focus Occupation:** Legal Secretaries (43-6012)

**Associated Occupation:** Paralegals and Legal Assistants (23-2011)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
English Language	11.2	18.4	16.1	<	Expanded education and/or training may be required
Clerical	7.3	17.5	22.3	>>	Current knowledge level is likely more than sufficient
Law and Government	5.9	17.0	13.8	<	Expanded education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 97

**Focus Occupation:** Legal Secretaries (43-6012)

**Associated Occupation:** Paralegals and Legal Assistants (23-2011)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Reading Comprehension	10.7	12.4	13.0	0	Current skill level may be sufficient
Active Listening	11.0	12.2	11.8	0	Current skill level may be sufficient
Writing	9.2	11.8	12.9	0	Current skill level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Abilities

Similarity of Focus Occupation to Associated Occupation: 96

**Focus Occupation: Legal Secretaries (43-6012)**  
**Associated Occupation: Paralegals and Legal Assistants (23-2011)**

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Oral Comprehension	12.5	14.4	12.9	<	Some improvement in abilities may be required
Oral Expression	12.4	14.4	12.5	<	Some improvement in abilities may be required
Written Comprehension	11.0	14.4	13.3	0	Current ability level may be sufficient
Written Expression	9.8	13.0	12.2	0	Current ability level may be sufficient
Near Vision	11.1	12.8	14.6	>	Current ability level is likely sufficient
Speech Recognition	9.9	10.8	12.2	>	Current ability level is likely sufficient
Category Flexibility	9.0	10.5	9.0	<	Some improvement in abilities may be required
Memorization	5.6	6.7	5.0	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Activities that Both Occupations Have in Common

**Similarity of Focus Occupation to Associated Occupation: 91**

**Focus Occupation: Legal Secretaries (43-6012)**  
**Associated Occupation: Paralegals and Legal Assistants (23-2011)**

Work Activities	Exclusivity of Activity
Assist with legal research	95
Compile information for court cases	85
Compose draft legal pleadings	99
File documents in court	81
Maintain legal forms	87
Maintain records, reports, or files	5
Obtain general information in legal office setting	95
Organize legal information or records	80
Understand legal terminology	81
Use oral or written communication techniques	1
Write legal documents	85

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

**Similarity of Focus Occupation to Associated Occupation: 71**

**Focus Occupation: Legal Secretaries (43-6012)**  
**Associated Occupation: Paralegals and Legal Assistants (23-2011)**

<b>Tools and Technologies</b>	<b>Exclusivity</b>
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Duplicating machines	6
Industry specific software	1
Information exchange software	1
Network applications software	1

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.